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Although, in its present context, machine management of data is a relatively new field, it is based on principles of automatic and semiautomatic machine operations which people have accepted for years: the typewriter, the adding machine, thermostats or the automatic setting of off-on electrical switches, the player piano, and wire communications machines. In each of these heretofore different fields of relative automation, people have provided the only link between one field and another. Today, it is possible to mechanically or electrically link machines in these various fields and use them automatically or semiautomatically to do, with minimum human intervention, one integrated paperwork-processing job. Obviously, great strides have been made in the development of such machines to permit them to be so used, but there is nothing really mysterious about them. People are still needed to supervise the operation of these machines and a whole new industry provides employment to more than compensate for the gradual decrease in office personnel which increased use of machine-processing of data will bring.

Even though the field is a relatively new one, there are all sorts of machines and systems for Data Processing which have been developed by the various manufacturers in collaboration with actual or potential customers. Some kinds of paperwork jobs lend themselves to machines more easily than others, and these are the ones which are usually integrated into a machine system first. In all cases, however, much study is required before a sound decision can be made on:

1. Which paperwork procedures are logical ones for machine application in a given industry or Government agency?
2. Which machine or machines will do the job most effectively?
3. What provisions, if any, should be made now for future expansion?
4. Will the savings be substantial enough to warrant the kind of investment required. (These things are expensive.)

There are a number of machine applications to paperwork now being used in both industry and government; in some areas of paperwork, the savings are already apparent, in others there are still obstacles to be overcome.

It was stated initially that some people call machine processing I.D.P., some call it E.D.P., and some call it A.D.P. The basic objectives of all are the same and they have many procedures in common; however, they are somewhat different. *Electronic Data Processing* always involves electronic manipulation of information; *Automatic Data Processing* may or may not involve electronic equipment; usually A.D.P. is concerned with various electrically operated *mechanical* machines; *Integrated Data Processing* describes the integration of various data into one system which may employ electronic, electric, or electro-mechanical machines, or a judicious combination of all three. In all cases, of course, the human element remains of significant importance. People are what make machines work.

Subsequent articles will deal with various aspects of I.D.P. in more detail and will include brief, simple descriptions of the major types of available equipment and their most efficient uses.

DOCUMENT CONTROL

The next time you receive a piece of Organization mail, consider for a moment the number of control processes it went through to reach you. Then ask yourself if the document control measures in your office are efficient, and is each one — the receipting, numbering, logging, reviewing, abstracting, dating, time-stamping, coding, sorting, or cover-sheeting — really necessary for every piece handled?

These control measures, of course, have their place in the Organization. But when their overuse or complexity unnecessarily increases clerical costs, or delays decisions and actions vital to both headquarters and the field, a close look into the causes of the trou-

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ble is needed. For example, a recent Governmentwide study pointed up that a problem generally exists if:

1. An excessive amount of time (from two to four hours depending on the size and physical layout of the component) elapses between the receipt of a document in a registry and its delivery to the action desk.
2. All initial control operations (including routing) for one document take more than five minutes.
3. More than 15 percent of the total incoming documents receive control processing in addition to that required for security purposes.
4. A routing slip or control form is placed on virtually every incoming or outgoing document.

When these danger signs show up it's a safe bet that document control measures (exclusive of those required for security control) exceed those really needed to answer these questions about documents that call for action or decision:

1. Has a particular document been received, and if so, to whom and when was it sent for action?
2. Has a particular document been released, and if so, what action was taken and to whom and when was it sent?

These questions can be quickly and simply answered by three forms available in headquarters or the field. These are: Form 779, Locator and Control Record (headquarters and field); Form 238, Document Control (headquarters only); Form 240, Courier Receipt and Log Record (headquarters only). All three are multipart forms designed to provide at one writing enough copies to meet several needs at different control points. Here's how these forms work:

1. Forms 779 and 238 are six-part sets printed on NCR (No Carbon Required) paper. The six parts provide copies for logging and cross-referencing at the regis-

try level and at subordinate points. The 3" x 5" slips not only eliminate the need for log books, but also provide a ready communications medium for notifying a central registry of the disposition of a document at a subordinate point. The file locator reference to the document can also be shown on Form 238.

2. Form 240 is a four-part carbon interleaved set. At one writing, copies of the form are made for addressing, receipting, and logging of classified material transmitted within headquarters through the courier system. The form meets all security requirements for logging material classified up through Secret.

3. Form 240 is also designed for use with the new headquarters Chain Envelope. This envelope has been approved for transmitting within headquarters material classified up through Secret. It may also be used as the outer wrapper for double-wrapped material, except that which is classified Top Secret. In addition to meeting these security requirements, the new envelopes offer these advantages:

Save time — You can address an envelope and attach a receipt in one operation. Simply insert the receipt in the window pocket on the face of the envelope. If a courier receipt is not needed, insert a 3" x 5" card or slip of paper and write in the address.

Save money — These envelopes may be used repeatedly.

Save safe space — Safe space will not be needed for used envelopes since names and addresses will not appear on them.

The Organization, vitally concerned about the effect of document controls on the timeliness of decisions reaching the field, has included the improvement of these controls in the objectives of its Records Management Program. Guidance may be obtained from your Records Officer, and in headquarters also from the Records Management Staff.

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